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MEMORANDUM FOR: Deputy Director (Administration)

DEC 18 1952

THROUGH : Organization and Methods Service

SUBJECT : Recommended Internal Reorganization of the Office  
of Scientific Intelligence

1. As a result of a review of scientific and technical intelligence production activities by an interagency ad hoc committee established by the IAC and chaired by the DD/I, DCID 3/4 was issued 14 August 1952. (See TAB A). This DCID established certain new policies and procedures governing the production of scientific and technical Intelligence. In order to effectively discharge the primary responsibilities assigned this Agency by this directive, it has been necessary to revise that portion of CIA Regulation 70 pertaining to OSI and to develop several organizational changes in this Office. A revised statement of the function and mission of OSI has been approved and disseminated (See TAB B). The purpose of this memorandum is to transmit corresponding organizational changes for implementation during the balance of FY '53.

2. Every attempt has been made to develop the minimum organizational changes necessary to avoid disrupting the Office activities. This reorganization calls for no increase in the over-all T/O of [REDACTED] now authorized, and although grade increases in 25 slots are requested (subject to classification "desk audit"), this proposal is within appropriate FY '53 budgetary allocations. The reorganization has been accomplished primarily by upgrading and reallocating several lower grade analyst slots that can be best spared to meet the demands of DCID 3/4 for intelligence research in complex fields of basic science. 25X9A2

3. A proposed reorganization of the Production Staff is attached at TAB C which calls for an increase of seven slots and a grade increase in two professional and four clerical slots now authorized. A detailed justification for this increase is attached as TAB D and is summarized below.

a. A secretary and secretariat for the Scientific Estimates Committee (SEC) is added to support the additional activity imposed by DCID 3/4.

b. An Estimates Branch is added to handle the large volume of work imposed by SEC activities and support of O/NE. At the present time, task groups are formed by borrowing division personnel to integrate Office and Military Service contributions and comments to National Estimates. This disrupts essential routine intelligence research and fails to provide continuity to this vital work. Experience has demonstrated the need for two full-time employees for liaison and support of O/NE alone.

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c. The present Plans Section is augmented to provide a Plans and Control Branch which is urgently needed to effectively integrate Office programs and provide staff supervision and control of intelligence research. At the present time, the lack of adequate personnel needed for this activity is seriously restricting effective allocation of work in the entire Office.

4. The proposed reorganization of the Basic Support Branch of Scientific Analysis Division into the Scientific Resources Division is attached as TAB E.

a. This unit is increased from eight to a total of sixteen slots and given divisional status to assume the Agency responsibilities listed in paragraph 2, ANNEX B of DCID 3/4 (at RED TAB).

b. In addition, this Division will assess the present and future scientific capabilities as a whole of foreign countries, drawing upon the intelligence research of the other divisions where possible. This includes the responsibility for preparation of Section 70 of the NIS. 25X9A2

5. Attached at TAB F is a proposed reorganization of the Chemistry Division within its present T/O of [ ] slots, which calls for an increase in grade of one professional and two clerical slots.

a. This reorganization establishes four branches in lieu of the present two. This will provide a more effective span of control from a supervisory standpoint, and will facilitate the reorientation and organization of intelligence research in the fields of basic science. The scope of these four branches provides full coverage of the chemical sciences. The previous division of work between an Organic-Physical Chemistry Branch and a Processes and Methods Branch left many vital activities uncovered.

b. The grade increase in one professional slot (GS-11 to GS-13) is to obtain an urgently needed Metallurgist. The present grade has proved to be an inadequate basis for recruitment over a several year period.

6. Several minor adjustments in the Office T/O are attached at TAB G.

a. A reproduction clerk, GS-4, is added to Administration Branch to handle the large volume of this type of work involving an electric Ditto and an Apeco copying machine. It has proved undesirable both as to quality of reproduction work and maintenance of equipment involved to have a number of clerical employees

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from the Division and Staff units do their own reproduction work.

b. Secretarial support of the Chief, General Services Staff is provided by transfer of a secretary from the Office of the Assistant Director.

c. One slot is added to the Operations Staff to assist in handling the large volume of staff work in connection with external research projects, the consultant program, open foreign literature exploitation program, and the intensification of overt collection of scientific intelligence. A recent survey by O&M has established the desirability of strengthening this Staff to permit it to assume much of the paper work on these activities now handled by the substantive divisions.

7. An increase in grade (GS-15 to GS-16) is listed in TABS C and G for the Chiefs of the Production and Operations Staffs, respectively. A corresponding increase is also required for the Chief, Physics and Electronics Division. This is consistent with the recommendations made to the Agency Super-Grade Review Board.

8. It is also requested that Weapons Division be redesignated Applied Science Division and the Production Staff be redesignated Intelligence Production Staff in the OSI T/O of record.



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*for* H. MARSHALL CHADWELL  
Assistant Director  
Scientific Intelligence

Attachments: TABS A through G

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